

## Remove an Employee from a Report Job Aid

### Purpose:

This job aid will identify the steps to remove an employee from a monthly payroll report in Core-CT. Use this Job Aid to remove a terminated employee from a copy forwarded report.

### Steps

### Screenshots

1. Navigate to the **ER Home Page: Main Menu > Core-CT HRMS > Pension > Employer Reporting > ER Home Page**

2. On the ER Home page, select the appropriate Earned Period hyperlink in the Outstanding Employer Payroll Report section.

Outstanding Employer Payroll Reports						
			Personalize	Find	First 1-4 of 4 Last	
	Department	Earned Periods	Schedule Name	Report Status	Due Date	Submission Date
1	MSO131BAB	03/01/2017 - 03/31/2017	MSO131BAB_2017	Submitted	03/31/2017	03/28/2017

3. To delete an employee from the report, click the **Pay Details** button on any employee on the Employer Report Detail page.

		National ID	Empl ID	Empl Record	Payroll	Payroll Status	Pay Details
1	<input type="checkbox"/>	111111111	223081	0		Submitted	Pay Details

4. Click the Record Summary level minus ("-") button of the person who should be removed.

Record Summary

Find | View All First 7 of 8 Last

Empl ID: 266329 Empl Record: 0 National ID: 560119959 Record Status: Submitted

Sample Employee

Payroll

Find First 1 of 1 Last

Payroll - Current Month Pay Period End Date 02/28/2017

Actual Hours:

TYNCD1: Amount 1: TYNCD2: Amount 2:

5. Click **OK** to confirm that the employee's information should be removed from the payroll report.
6. Click **Save**.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK

Cancel